

NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

You are summoned to attend the Heckington Parish Council Staffing Committee meeting to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Tuesday 13 October 2026 at 6.00 pm.**

Members of the Press and Public are invited to attend. All members of the Parish Council Staffing Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed: Heidi Wilson, Clerk & RFO

Dated: 8 October 2026

AGENDA

The committee may pass a resolution on any agenda item, even if the agenda does not specifically state 'to resolve to approve'. This wording 'to resolve to approve' in certain circumstances could be interpreted as predetermination. The parish council have received advice from LALC in relation to this matter.

The Staffing Committee operates within the limits of the agreed Terms of Reference and as such may need to make recommendations to full council for a resolution.

1) Chair's Welcome (Safety Announcements)

- 2) **Public Forum:** Fifteen minutes will be set aside for Members of the Public to ask questions or make short statements to the Committee about Staffing Matters only; all other matters must be taken to the Parish Council meeting.

The Committee may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the Committee meeting after the public session but **are not** permitted to speak during the meeting. If you would like to make comment during the meeting, please raise your hand if you are able to do so.

3) Councillors present

4) Apologies

Apologies for absence and reasons given.

- 5) **To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011**

6) Minutes

- a) To resolve to approve the Clerk's notes of the Staffing Committee Meeting dated Monday 13 July 2026.

7) General Matters

- a) Health and Safety – Occupational Health Assessment (Caretaker)
b) Budget 2027/28

8) Date and time of the next meeting

9) Closing Comments from the public (limited to brief statements)

10) Closed Session

- a) Private and confidential staffing matters
i) Conclusion of Caretaker Probation
ii) To receive a report from the Chair in relation to the complaint to the Monitoring Officer.

If you require a more detailed version of the agenda, please contact the Clerk.

If you would like to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.